

# DODGE COUNTY BUILDING COMMITTEE MINUTES

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Administration Building Room 1H & 1I 127 East Oak Street, Juneau, WI 53039

Date: November 5, 2020

**Call to order:** The meeting of the Dodge County Building Committee was called to order by Chairman **Dennis Schmidt at 5:00 p.m. on November 5, 2020 in Room 1H & 1I of the Dodge County Administration Building** with the following members present: **Dennis Schmidt, Kevin Burnett, Richard Fink, Robert Boelk, and Cathy Houchin (via teleconference)**

**Roll Call and Non-Committee Member County Board Attendance:** None

**Also present:** Russ Freber, Director of Physical Facilities; Phil McAleer, Assistant Director of Physical Facilities; Barb Brooks Administrative Secretary; Jim Mielke, Dodge County Administrator; Kim Nass, Corporation Council; Dave Ehlinger, Director of Finance

**Public Comment** None

**Approval of the Minutes from October 8, 2020** a motion was made by Kevin Burnett and seconded by Robert Boelk. Motion carried.

**Update – Henry Dodge Office Building - Elevator Project** elevators are from 1969, and are in need of updating. From an operations standpoint, it is important to have the two elevators upgraded/remodel for Staff, and Public.

The proposed project was identified on Five Year Capital Improvement Plan. A potential funding source for the estimated \$600,000 project is through the close out of the Community Development Block Grant (CDBG) Revolving Loan Fund. The County is required by the State of Wisconsin to close out the Revolving Loan Fund Program by February 1, 2021.

Options for program close out have been reviewed by the Dodge County Executive Committee and a recommendation will be presented to the County Board on November 10<sup>th</sup>. Depending on the option authorized by the County Board, there may be up to \$1.6 million dollars available for eligible projects. Dodge County has engaged MSA Professional Services – Beaver Dam to assist the County with program close out and identifying potential projects. MSA Professional Services has confirmed the proposed elevator upgrade at the Henry Dodge Office Building would meet program criteria.

Supervisor Houchin asked if the proposed repaving of the courthouse / Detention facility would qualify as an eligible project. Freber and Mielke will inquire with MSA regarding the repaving project.

A further update will be provided to the Committee at their December meeting.

**Update – Dodge County Courthouse/Detention Facility Parking Lot Project** consensus of the Committee is to move forward with specifications/cost to mill, and resurface parking lot.

**Update – Dodge County Detention Facility Fencing** supplies are ordered. Potential to start next week, if materials arrive.

**Review and Possible Revise the Building and Grounds Policy** amend Policy to make it clear of posted signs for restricted areas. Kim Nass, Corporation Council will bring proposed language to amend Policy at next Month's meeting. Consensus of the Committee is to allow Russ Freber, Director of Physical Facilities to order/post signs.

**Discuss Long Term Henry Dodge Office Building Equipment Repairs/Replacement** options were discussed by the Committee for replacement options of (2) 1969 boilers

**Update on Air Conditioning Project Dodge County Administration Building** bids went out October 26, 2020. Bids are due on November 17, 2020. If approved by the County Board, A/C unit will be ordered early January 2021. Projected completion of project is mid-April 2021.

**Update on Maintenance Projects** removal of ceiling tile in the 911 Dispatch area will start tomorrow. Joists, ductwork, roof opening, installation of curb, and RTU will be set. We are waiting for a piece of equipment for the Negative Air Room. The Dodge County Justice Facility received a Perfect Survey from the Federal Inspection in October.

**Update on Department Staffing** a Maintenance Mechanic started on November 2nd, another Maintenance Mechanic Retired on November 2nd, a Custodian gave resignation on November 4th, and we have another Maintenance Mechanic Retiring on December 30, 2020.

**Update Status of 2020 Budget** looks like the Budget should be ok. We will know more at the end of November.

**Update 2021 Budget** big project will be Air Conditioner at the Dodge County Administration Building.

**Updates on Routes to Recovery** has been extended until November 17, 2020. Routes to Recovery Summary for Dodge County was provided to the Committee.

**Future Agenda Items** Tour Buildings, Dodge County Buildings and Grounds Use Policy, Henry Dodge Office Building.

**Determine Next Meeting** Tuesday December 1, 2020 at 5:00 p.m.

**Adjournment:** There being no further business to come before this Committee, the meeting was adjourned by Chairman Dennis Schmidt at 7:17 p.m.

Respectfully submitted,

  
Cathy Houchin, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.